

**Ask for us by name!**  
**The PIC Staff**  
and the languages we speak

**Regina Bertholdo — Director, Student Assignment Officer, Multilingual Services Coordinator and District Homeless Liaison x6960**

English, Portuguese and Spanish

**Aida Corredor — Parent Liaison x6961**

English, Spanish and Portuguese

**Marjorie Alexander — Parent Liaison x6963**

English, Haitian Creole and French

**Herenia Hernandez — Parent Liaison x6703**

English, Spanish and Portuguese

**Simone Braga — Parent Liaison x6964**

English, Portuguese and Spanish

**Rosie Federico — Secretary x6962**

English and Spanish

**Marlene Bartlett, RN — PIC Nurse x6967**

English

**Looking for more information?**

- Parent Liaisons are available to answer questions about the schools, program options, and community resources.
- Parent/Teacher Associations in every school organize special events for students and families. Ask your student's teacher or principal about joining.
- A Parent/Guardian Guide - in English, Spanish, Portuguese and Creole - gives you all the information you need about school policies and procedures.

**Other Family Resources in the  
Somerville Public Schools  
(617) 629-5670**

**Dial the specific extension numbers  
listed below.**

**Somerville Family Learning Collaborative (SFLC)**

The SFLC offers workshops and activities that engage parents/guardians in their student's learning and development. Programming and workshops are open to all Somerville families. Translation & interpretation available at all workshops in the District's target languages (Haitian Creole, Portuguese, and Spanish).

To register for **English Classes** for Parents and Guardians and to learn about workshops and activities for Somerville Families, call x 6966 or visit [www.somerville.k12.ma.us/families](http://www.somerville.k12.ma.us/families)

**Welcome Center at Somerville High School**

Available from 8:00 AM—4:00 PM Monday through Friday at 81 Highland Avenue

**SFLC Family and Community Liaisons** are available at each school. Call your child's school for information.

**SFLC/Somerville Family Network** x6966 or x6992 (playgroups, home visiting, parent support groups, and family/community resources for families of children from birth through age 13)

**After School Programs** in all elementary schools x6970 (Somerville Community Schools)

**English Classes for Adults, Adult Learning and High School Diploma Alternatives**  
x6900 (SCALE -Somerville Center for Adult Learning Experiences)

**Understanding Special Education**  
x6812 (Debby Higgins, Special Education Parent Advisory Council)

Visit us on the web!  
Type [www.somerville.k12.ma.us](http://www.somerville.k12.ma.us)  
and click on "Registering for School"

Register your children for school  
in the Somerville Public Schools

# Parent Information Center (PIC)



**42 Prescott Street  
Somerville, MA 02143  
(617) 629-5670  
Fax: (617) 776-6691**

We speak English  
Hablamos Español  
Falamos Português  
Nou Pale Creole  
On Parle Francais

**HOURS of OPERATION**

Monday - Thursday 8:00 AM - 4:00 PM

Friday - 10:00 AM - 4:00 PM

Nurse at PIC - Monday through Friday from  
8:11 AM - 2:30 PM

**SUMMER HOURS:** Monday - Friday 8:00 AM - 3:30 PM

Our Schools are one of the reasons why Somerville was  
named one of the 100 Best Communities for Young  
People from 2008-2011



Revised: 09/13

## Pre-School — Grade 12

### Student Registration Process

Parents/guardians are required to complete school registration/enrollment paperwork, which is available through the PIC and on line at [www.somerville.k12.ma.us/register](http://www.somerville.k12.ma.us/register). When coming to the PIC, the following documents are needed as part of the registration process.

- **Birth certificate:** (proof of age)
- **Medical:** Copy of recent physical and documentation of immunizations
- **Transfer Slip:** If transferring from another school in Massachusetts (Grades 1-12)
- **Report Card** or an official document from the sending school if coming from out of state for Grades 1-8
- **Transcript and Discipline Report** for high school students
- **Current Individualized Education Plan** (for students receiving Special Education services)
- **Verification of Residency in Somerville** that includes at least **one (1) document from each Column A and Column B:**

<u>Column A</u>	<u>Column B</u>
Record of most recent Mortgage Payment	<i>Utility bill or work order dated within the past sixty (60) days including:</i>
Copy of current lease (including SHA and HUD Leases) <b>AND</b> record of most recent rent payment.	Gas bill Oil bill Electric bill Home telephone bill Cable bill
Residency affidavit from landlord affirming tenancy <b>AND</b> copy of current utility bill in landlord's name <b>OR</b> record of most recent rent payment	Bank statement Valid MA driver's license Current vehicle registration Valid MA photo Identification card
<b>OR</b> cancelled check from rent payment.	<i><b>Dated within the past year:</b></i>
Section 8 agreement.	W 2 form
Property tax bill	Excise (vehicle) tax bill
Affidavit (see PIC liaisons)	

## School Choice

In the enrollment process, families indicate their five choices of schools for their child(ren). The process of deciding what school is best for your child is complex and personalized. Many parents/guardians choose a school based on closeness to their home, work or after school arrangements. Other criteria might include the size of the school population, student achievement data, and reviews from other parents/guardians.

### Controlled Choice Student Assignment Criteria for Grades K-8

After enrollment paperwork is submitted, the PIC then coordinates school assignments. All assignments will be made according to the "Controlled Choice" Student Assignment Policy adopted by the Somerville School Committee. According to this policy, children will be assigned to a school in order of the following fairness preferences:

- Programmatic Priority Placements (for example, students benefitting from special education services or English language learners are placed into special classes at schools with those respective programs).
- Sibling Preference Placements
- Proximity Preference Placements
- Lottery: If the fairness preference listed above are not sufficient to determine placement, assignment shall be based on a random lottery.

## Waiting List

Parents/Guardians of students who are not assigned to a first choice school may request that their child be placed on a waiting list for that school by completing a "Wait List Request Form" available at the PIC. The PIC will inform you when a space becomes available for your child to attend your first choice school. Assignments from

the waiting list will be made in accordance to the "Controlled Choice" fairness preferences.

The waiting list for all schools annually expires on November 1. Parents/guardians still interested in transferring to a first choice school after this date must restart the waiting list process with the PIC in April of the following year.

### Placement Testing for Students Whose First Language is not English

Students whose first language is not English will be tested for oral and written language proficiency. A program recommendation will be made according to the language test results. Parents/Guardians may opt for enrollment in one of the following programs:

- Structured English Immersion Program (SEIP),
- Unidos Two-Way Spanish-English Program
- Mainstream Classes

### Requests to Transfer from one School to Another in Somerville

There may be occasions when parents/guardians want to transfer their children to another school within the Somerville Public Schools. To do this, a transfer request form, available at the PIC, must be completed. Parents/guardians transitioning their children out of SEIP must also complete a SEIP Exit Form signed by the teacher. No more than one voluntary transfer per year will be granted.

The PIC will process the paperwork and inform parents/guardians in writing if the transfer is approved. If the transfer request is denied due to space availability, the student's name will be placed on a wait list only after receipt of a completed "Wait List Request Form" available at PIC.